

Basic Steps to your Driver's License

Application

To apply for a driver's license, you will need to provide documents that prove your identity, social security number and residency. Be sure to refer to *Acceptable Documents for Obtaining a Driver's License or Photo Identification Card* (PRO 41) for a list of acceptable documents. Photocopies of documents will not be accepted.

For your convenience, you also may apply to register to vote or change your voter registration address when you apply for your driver's license.

■ Proof of identity

Documents submitted as primary proof of identity must show your full legal name and date of birth. Nicknames will not be accepted. You must present at least one document from the primary list of documents. The second proof of identity may come from either the primary list or the secondary list. If two of your proofs of identity are issued by the same entity, such as the same state agency, DMV may require additional proof of identity documents. If you are under age 19, you will need only one proof of identity from the primary list of identity documents.

■ Proof of your social security number

You will need one proof of social security number. If you do not have a social security number or if you do not want your social security number displayed on your license or learner's permit, DMV will issue an alternate number for your use. However, if you have a social security number, state law requires that you furnish it to DMV even if you choose to use an alternate number. DMV verifies social security numbers with the Social Security Administration.

■ Proof of Virginia residency

You must present one proof of Virginia residency. All documents must show your name and the address of your principal Virginia residence as it appears on the application. You must give the street address of your residence. A post office box or business address is not acceptable.

■ A vehicle for the road skills test (if applicable)

You will need to take the road skills test if you do not hold a valid driver's license. The vehicle you provide must have a valid inspection sticker, license plates, registration card, and working brakes, safety belts, horn, lights, turn signals, mirrors and speedometer.

Falsifying information on a driver's license, learner's permit or photo identification card application is a criminal offense. Altering or assisting a person with improperly or fraudulently obtaining a driver's license, CDL, learner's permit or photo ID card are also criminal offenses.

■ Additional requirements

If you are over age 18, you must provide proof of successful completion of a state-approved driver education program or you must have held a Virginia learner's permit at least 30 days before taking the road skills test.

If you are age 18, you must provide proof of successful completion of a state-approved driver education program and you must hold a Virginia learner's permit at least 30 days before taking the road skills test.

If you are under age 18, your parent, custodial parent or legal guardian must provide written consent by signing your application and certifying that you received at least 40 hours of driving practice (10 hours completed after sunset). A court order showing that you are an emancipated minor is acceptable in lieu of written consent.

You must provide a driver education completion certificate or show proof of your successful completion of a state-approved driver education program.

If you previously have been found not innocent of any offense by a juvenile and domestic relations court in Virginia or any other state, you must obtain approval to be licensed from that court or a court in the city or county where you live.

Without exception, if you are under age 18, you must hold your learner's permit for at least nine months before you can receive a driver's license.

■ Completed application

When applying for an original learner's permit or driver's license, you must complete an application for a Virginia driver's license (form DL 1M). This form may be completed before or after coming to DMV. Use your full legal name. Abbreviations and nicknames will not be accepted.

■ Payment

You may pay the licensing fee with cash, money order, check, check card or major credit card. Driver's licenses are valid for three to seven years, depending on the number of years it takes you to reach an age divisible by five. The licensing fee is \$2.40 per year; so, your fee will range from \$7.20 to \$16.80. A learner's permit costs \$3 plus the yearly cost of a driver's license.

Testing

Tests may include a vision screening, a two-part knowledge exam and a road skills test. A DMV representative will tell you which tests you need to take.

- To screen your vision, you will be asked to look into a machine and read lines of letters or numbers to the DMV representative. This screening determines whether your eyesight and peripheral vision meet Virginia's standards to safely operate a motor vehicle.

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- The two-part knowledge exam is given on a computer and tests your knowledge of traffic signs, motor vehicle laws, and safe driving techniques. Exam questions are taken from information in the *Virginia Driver's Manual*. All ten traffic sign questions in Part One must be answered correctly before you can take the 25-question general knowledge exam in Part Two. The exam may be taken only once per business day. If necessary, the knowledge exam may be taken using a translator provided by you. Oral exams are given in all DMV customer service centers.

If you fail the exam and are under age 18, you must wait 15 days before you can retake the exam. If you are age 18 or over, you must pay a \$2 re-examination fee if you take the exam within 15 days. It is unlawful to receive assistance or to assist anyone while taking the knowledge exam, to attempt to secure or provide questions or answers to any parts of an exam or to have unauthorized possession of an exam or exam answers.

- The road skills test (when applicable) will be administered by a DMV representative in a vehicle provided by you. Only the

applicant and the DMV representative are allowed in the vehicle during the road skills test. The test may be taken only once per business day. For applicants under age 19, the road skills test will be given as part of the driver education course taken at a public, private or commercial driving school.

Issuance

■ While you wait

If you pass your required testing, a DMV representative will take your photograph and ask you to sign a signature pad. In most circumstances, your photograph and information will be processed while you wait. Your name will be called when your driver's license or learner's permit is ready.

■ Applicants under age 18

All first-time driver's licenses issued to persons under age 18 are sent to the judge of your local juvenile and domestic relations court. The court will notify you by mail about when and where you and your parent, custodial parent or legal guardian must appear to receive your license.

Basic Steps to your Photo ID Card Application

To apply for a photo ID card, you will need to provide documents that prove your identity, social security number (if required) and residency. Be sure to refer to the *Acceptable Documents for Obtaining a Driver's License or Photo Identification Card* (PRO 41) for a list of acceptable documents. Photocopies of documents will not be accepted. To apply for a Child ID card, the child's parent or guardian must provide one identification document from the primary list for the child and certify the child's identity and residency using the *Identification Card Application for Minors Under Age 18* (form DL 5). Proof of social security number is required if the social security number will be shown on the ID card.

■ Proof of identity

Documents submitted as primary proof of identity must show your full legal name and date of birth. Nicknames will not be accepted. You must present at least one document from the primary list of documents. The second proof of identity may come from either the primary list or the secondary list. If two of your proofs of identity are issued by the same entity, such as the same state agency, DMV may require additional proof of identity documents. If you are under age 19, you will need only one proof of identity from the primary list of identity documents.

■ Proof of your social security number

Proof of your social security number is required for a photo ID card only if the social security number will be shown on the card. You will need one proof of social security number. If you do not have a social security number or if you do not want your social security number displayed on your photo ID card, DMV

will issue an alternate number for your use. DMV verifies social security numbers with the Social Security Administration.

■ Proof of Virginia residency

You must present one proof of Virginia residency. All documents must show your name and the address of your principal Virginia residence as it appears on the application. You must give the street address of your residence. A post office box or business address is not acceptable.

■ Completed application

For a photo ID card or a hearing-impaired ID card, complete the required information on an application for Virginia driver's license or photo ID card (form DL 1M). For a child ID card (under age 15), complete the required information on the *Identification Card Application for Minors Under Age 15* (form DL 5). You may complete these forms before or after coming to DMV.

■ Payment

A photo ID card is valid for five years. Child ID cards are valid for five years or until the child reaches age 15, whichever occurs first. Both cards cost \$5. You may pay for the ID card with cash, money order, check, check card or major credit card.

Issuance

■ While you wait

A DMV representative will take your photograph and ask you to sign a signature pad. In most circumstances, your photograph and information will be processed while you wait. Your name will be called when your photo ID card is ready.

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